



REPUBLIC OF THE PHILIPPINES

# **PHILIPPINE STATISTICS AUTHORITY**

CEBU PROVINCIAL STATISTICAL OFFICE

Reference No. 20PSO22-001a

## **CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY- CEBU PROVINCIAL STATISTICAL OFFICE (UNDER CONTRACT OF SERVICE WORKER)**

Posting Period : 29 January – 14 February 2020

Filing Period : 29 January – 14 February 2020 (except  
Saturdays, Sundays and Holidays)

Deadline of Submission: 5:00 PM, 15 February 2020

Where to File Applications : **FIRMO C. DIPUTADO**  
Chief Statistical Specialist  
Philippine Statistics Authority- Cebu PSO  
2/F Martina Sugbo Center, P.Burgos St., Cebu City  
Telephone nos. (032) 412-1337 & 255-8573

Applicants are required to submit the following:

1. Application letter stating the specific position title and specific division or place of assignment as posted. An applicant may apply for a maximum of two (2) positions regardless of occupational group;
2. Three (3) original copies of duly accomplished Personal Data Sheet (PDS) with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 2012. Revised 2017) duly subscribed and sworn to by an authorized administering officer;
3. Photocopy of authenticated Eligibility (CSC, CESB, RA 1080, PRC, PD 907); if applicable;
4. Photocopy of Transcript of Record and Diploma;
5. Photocopy of Certificate/s of Training and
6. Certificate of Experience relevant to the position, if any.

Additional instructions for strict compliance:

1. All applicants are required to submit their application addressed to:

**FIRMO C. DIPUTADO**  
Chief Statistical Specialist  
Philippine Statistics Authority- Cebu PSO  
2/F Martina Sugbo Center, P. Burgos St., Cebu City



2<sup>nd</sup> Floor Martina Sugbo Center, P. Burgos St., Cebu City. Tel. Nos.: (032) 412-1337,  
(032) 255-8573, (032) 346-8726. E-mail Address: psa07\_cebu@gmail.com



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2. Applicants may submit personally or through courier.
3. Electronic filing of applications (through Email, Facebook, Messenger) will not be accepted.
4. Applicants who sent application and documents through courier must follow up receipt at the provincial office, within three (3) calendar days from sending thereof.
5. Applicant and documents submitted after the deadline on 15 February 2020 at 5:00 PM will not be accepted.
6. All applicants will undergo a written examination. Applicants who have passed the written examination will be scheduled for an interview to assess their capability to withstand the rigors of the job, test their skills, and assess their overall personality.
7. Once accepted, the following shall be required before assumption of duty.

<b>Requirement</b>	<b>Copy</b>
Police Clearance and/or National Bureau of Investigation (NBI) Clearance, preferably issued within the past six months prior to hiring	1 photocopy (original copy to be shown)
Picture (1 ½" x 1 ½") for ID card, recommended to be taken by the PSO	1 copy
2020 Community Tax Certificate with Tax Identification Number (TIN)/government-issued ID	1 photocopy (original copy to be shown)
Medical Certificate (x-ray result and/ or Certification of Fit to Work issued by a government hospital)	1 photocopy (original copy to be shown)
Insurance Certificate (if available)	1 photocopy (original copy to be shown)
PhilHealth Membership ID (if available)	1 photocopy (original copy to be shown)

Approved:

**FIRMO C. DIPUTADO**  
Chief Statistical Specialist

*Note: Revised as per e-mail from RSSO-07 dated 31 January 2020.*



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